

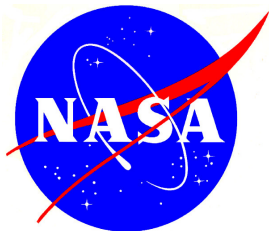


Integrated Financial Management Program

Core Financial

*Course Name: Processing Payments
Through Treasury*

Course Guide



National Aeronautics and
Space Administration

Introduction

This trainer guide serves as the foundation for delivering training. It provides information for the trainer to share with end-users during the course conduct.

Course Structure

This course covers the basic SAP functionality needed to perform specific activities pertaining to your role. Information beyond this scope may be obtained outside of class from the On-Line Quick Reference (OLQR) tool or from designated Super-users.

End-user Role

An end-user's role in this training session is to:

- Participate in order to understand new roles, SAP concepts, processes, and principles presented
- Ask questions, when clarification is needed
- Complete all activities/exercises

Trainer Role

A trainer role in this training session is to:

- Provide end-users with the information they will need to learn the new skill set
- Provide end-users with guidance and coaching as they learn the new skills
- Maximize the hands-on practice time
- Ensure the objectives of the module are met
- Answer questions as completely as possible

Module Significance

SAP provides an automated means to prepare and communicate solicitation, and evaluate quotes and proposals. This process will enhance the end-users skills and reduce the clerical burden that is currently levied on the procurement professional.

Module Structure

This module is structured so that the amount of hands-on practice utilizing SAP is maximized. Each of the topics is organized around the following structure:

Content

Lecture material is provided by the trainer on new roles, SAP concepts, processes, and principles.

Content Review

The trainer reviews key topic information at the conclusion of each topic.

Scenario

The trainer provides a description of a typical situation that will be used to practice the business activity within SAP.

Scenario Example: ***Demonstration***

Payment proposal for vendor payments due has been validated for accuracy.
Execute the payment run and payment file (i.e., media).

Exercise

End-users practice the activity in the SAP training database.

Agenda

- Introduction – 0:10 hr
- Background Knowledge – 0:25 hr
- Topic 1: Execute Payment Schedule – 2:15 hr
 - Activity 1: Verify Payment Proposal 1:00 hr
 - Activity 2: Execute Payment Run, Create File for Treasury, and send out electronic notification to payees 0:20 hr
- Topic 2: Record Treasury Payment Confirmation – 0:45 hr
 - Activity 1: Post Treasury Confirmation 0:10 hr
- Course Summary – 0:25
- Total – 4:00 hrs